



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-6500**

**AMSFS-CG**

**APR 20 2005**

**MEMORANDUM FOR All AFSC Commanders, Commander's Representatives, Deputy Chiefs of Staff, and Division Chiefs**

**SUBJECT: Army Purchase Card – AFSC Policy # 715-3**

- 1. It is the responsibility of each person associated with the Army Purchase Card program to understand the regulations governing its use. While the purchase card is an effective tool for increasing customer responsiveness and efficiency in accomplishing micro-purchases, the flexibility offered by this purchasing method also introduces risk of misuse.**
- 2. I expect each commander and supervisor with Army Purchase Cards under their authority to take measures to ensure good business judgment and proper use in accordance with applicable law and regulation as set forth in FAR part 13.**
- 3. The Army Purchase Card will not be used to obtain items that are expressly prohibited, unauthorized or non-mission essential.**
- 4. Commanders and supervisors shall not attempt to subvert the regulations governing the Army Purchase Card program through coercion or intimidation of Purchase Card holders under their authority.**
- 5. Questions or concerns regarding the Army Purchase Card should be forwarded to the AFSC Purchase Card Coordinator, Ms. Janice Bryson, AMSFS-CCS-B, DSN 793-4060, Commercial (309) 782-4060, email [brysonj@afsc.army.mil](mailto:brysonj@afsc.army.mil).**

**JEROME JOHNSON  
Major General, USA  
Commanding**